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University Policies
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POLICY TITLE: WorkFlex Policy and Program Guidelines

POLICY PURPOSE: Fort Hays State University (FHSU) is committed to fostering a diverse and inclusive workplace that recognizes employees' ongoing navigation of career and life responsibilities. The creation of a WorkFlex policy provides the University with the flexibility to meet these needs.

BACKGROUND: This policy and program document is used to help define, manage, and administer the types of authorized WorkFlex arrangements at FHSU. These arrangements are based on the compatibility of the employee's work responsibilities, the University's mission, and skills of the employee, and are subject to University authorization and discretion, as well as other applicable University policies and procedures.

APPLIES TO: This policy applies to University Support Staff (USS) and Unclassified Professional (UPS) employees.

DEFINITIONS:

Flexible Work Arrangement

An agreement established between an employee and supervisor wherein the number of hours worked in a scheduled workday is different than the customary schedule. Flex time is not an ongoing arrangement but rather an infrequent approval. An approved flex time arrangement does not alter the total number of hours in a work week. Flex time must be approved by the supervisor prior to the employee using the Flex time. Flex time must be conducted within the same work week (Sunday, 12:00AM – Saturday, 11:59PM).

Alternate Work Schedule

An ongoing arrangement (as approved) that permits variations in starting and departure times but does not alter the total number of hours worked in a work week. *Employees must seek manager approval and then enter the approved Alternate Work Schedule in "Workday – Work Schedule."* *How-to Guide: Request a Work Schedule*

Compressed Schedule

An ongoing (as approved) compressed schedule where the total number of hours expected to work each week are conducted in less than five full workdays. The most common compressed schedule is four 10-hour workdays per week. *Employees must seek manager approval and then enter the approved Compressed Schedule in "Workday – Work Schedule."* *How-to Guide: Request a Work Schedule*

Remote Work

An arrangement to work at home or another offsite location, for a specified number of hours per week, and for a preset duration. It may be either 100% remote or partially remote (hybrid). *Requires a remote work Suitability Assessment Form and a Remote Work Agreement*.

An example of hybrid remote work arrangement is an employee who works on campus three days a week and works from home two days a week.

Periodic/Intermittent Remote Work Arrangement

A periodic arrangement or a short-term request requires documentation but not a Remote Work Agreement. Arrangements must be approved by the supervisor and reviewed by the HR Director prior to the employee entering into a Periodic/Intermittent Remote Work Arrangement. *Does not require a remote work Suitability Assessment Form or a Remote Work Agreement.*

An example of a periodic arrangement is an employee who will work from home one day a month for the next three months.

Temporary/Emergency Remote Work Arrangement

An arrangement for short-term illnesses, emergencies, natural disasters, or pandemic health crisis. Work directly with the Human Resource Office on required documentation. *Does not require a remote work Suitability Assessment Form or a Remote Work Agreement.*

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POLICY STATEMENT:

The University reserves the right to establish work schedules and determine staffing resources based upon the needs of individual offices/departments and the University. Individual WorkFlex arrangements are subject to management approval. Management also has the authority to modify the manner and/or timing of how/when job duties are performed to accommodate an employee's WorkFlex request. Requests are subject to University authorization, at its sole discretion, as well as other applicable University policies and procedures.

The University may permit WorkFlex arrangements during all or some portion of the work week, periodically or a recurring remote work schedule. All types of arrangements are subject to suitability assessment and must maintain a balance of the University's guiding principles, operational efficiencies, the productivity of the unit and the employee(s).

Recurring remote work arrangements must be pre-approved by the appropriate administrator as outlined in this policy. Remote work approval must be documented in a written agreement between the University and the employee, as provided in this policy.

The University reserves the right to terminate, continue, or modify the work arrangement and this policy at any time, with notice.

I. WorkFlex Guiding Principles

Flexible work at the University is guided by a core set of principles, which are further explained below.

- University Mission and Organizational Culture: Create arrangements that align with FHSU's values, mission, and vision statements.

- Excellent Service: Maintain the highest level of service to our students and other stakeholders. A flexible work arrangement should not cause an ongoing net hardship or lesser experience for colleagues, students, or partnerships.

- Effectiveness: WorkFlex should be cost-neutral and maximize effectiveness/productivity.

- Creativity: Develop creative solutions that evolve over time to engage our workforce, community and enable collaboration.

- Employee Well-Being: Address unique needs and challenges of our workforce by providing varied flexible work arrangements. Offer equitable compensation and benefits.

- Training and Support: Provide guidance and development opportunities to strengthen and evolve our ability to support flexible work arrangements for employees and supervisors.

- Balance: Maintain a balance between the employee and the work of the collective. Supervisors will evaluate the position, department/office priorities, employee's suitability for flexible work arrangements, and the overall impact on stakeholders.

- Transparent: Create well-designed policies to suit a variety of university stakeholder circumstances. All evaluation criteria, necessary documentation, and approval processes should be clear, equitable, and well-communicated across all University divisions.

- Fair: The process for evaluating flexible work requests is a transparent assessment process. Assessment criteria include but are not limited to:

    - Requirements of the position.

    - Priorities of the unit.

    - Individual's ability to successfully perform the work.

    - Likelihood of success in the requested flexible work arrangement.

    - The potential impacts of the flexible work arrangement on co-workers, customers, and the overall department.

II. WorkFlex Suitability

a. Position Suitability

Not all types of WorkFlex will be suitable for every position. Positions may be ineligible to participate due to the nature of the specific work location, equipment, and schedules (e.g., critical infrastructure workers). Some positions require an on-campus presence to serve students and stakeholders. These positions require the employee to work on campus at specific times and shifts. It may involve tools, equipment or other apparatus that are needed to remain on campus.

At management's discretion, a position is amenable to WorkFlex if the position or components of it can be done remotely or on an alternate schedule without disruption to the flow of work and communication.

b. Employee Suitability

Candidates requesting WorkFlex should exhibit work related behaviors consistent with those of successful team members.

WorkFlex should be considered only for employees:

- Whose documented performance is satisfactory or performance rating on their last evaluation is at least satisfactory or above.
- Who works effectively with minimal supervision.
- Who have a full understanding of the operations of their office/department.
- Who are able to establish priorities and have demonstrated effective time management habits.
- Or, who are initially hired into a remote work arrangement with suitability assessed in the interview process.

c. Department Needs/Team Effectiveness

Management will need to consider what the potential benefits of WorkFlex are to the office/department. Considerations may include such components, but are not limited to:

- Increased productivity
- Quality of work
- Reduced absenteeism
- Improved support for recruitment and retention
- Reduced overhead cost and office space needs

- Improved employee morale

Management should strive to ensure that work can be equitably distributed in the office/department and does not unnecessarily require in-office staff to assume the WorkFlex workers' job responsibilities. When possible, the WorkFlex employee's phone calls need to be forwarded to their home office phone or personal cell phone, use voice mail, or install an answering machine on the office phone which the remote worker can access from their home office phone. Technology Services has resources for various phone options. Efforts need to be taken to ensure remote workers continue to have access to the office support needed. The WorkFlex employee must be able to be reached during assigned work hours.

III. Guidelines for the Specific WorkFlex Type of ***REMOTE WORK***

FHSU understands the benefits of WorkFlex and its strategies to recruit and retain a highly skilled workforce. At the same time, the University has varied types of employment, so it is important for managers to assess when and how it is appropriate to use a Remote Work Arrangement, and to talk with an employee about what might be the best option for their position. Given the complexity of determining suitability, remote work opportunities are ***very unlikely to be the same,*** even for similarly titled positions.

A remote work arrangement allows an employee to work at home or another off-site location for a specified number of hours per week. To assess whether a remote work arrangement can be an effective tool in an office/department, it is necessary to consider the position, the employee, and the manager to **balance** with FHSU's **mission/culture, effectiveness** in providing **excellent service**, and how **equitable** the arrangement will be overall.

a. Remote Work –Suitability Assessment Factors

It is critical as an employee's supervisor to navigate through the decision-making process to address an employee's request for remote work and the success of the office/department. A supervisor should consider the following suitability factors upon receiving a request for remote work:

- Business need/benefit
- Position suitability
- Employee suitability
- Supervisory conditions
- Team effectiveness

As supervisors think through Remote Work requests, strong consideration of the University or department mission, goals, and customer service requirements must drive this process. Please refer to the FHSU WorkFlex guiding principles above. If it is determined the request does not align with the defined mission, goals, and guiding principles, it is likely the request as provided should not be approved. The following sections will help navigate

through decision-making to arrive at the best solution for the employee, department/office and the University.

i. Business Need Suitability Assessment

Remote Work arrangements should have either a net-positive or net-neutral effect on business results and the work environment.

- Is the work arrangement in the best interests of the university? **Excellent Service**
- Does it enhance, maintain, or diminish operational efficiencies? **Effectiveness**
- Does the addition of Remote Work arrangements enhance the productivity of the department and the employees?

ii. Position Suitability Assessment

Each job has its own unique requirements and limitations on flexible work options – some more than others. This can be a part of the dialogue with staff to explore flexibility for the team.

Considerations: items that may make a position unsuitable for remote work:

- Require ongoing access to equipment, materials and files that can only be accessed on campus.
- Require extensive face-to-face contact with students and stakeholders.
- Require extensive time in meetings or on collaborative efforts.
- Involve performing work on campus and at standard office hours.
- Consider security issues that require a presence on campus or facility location.

iii. Employee Suitability Assessment

- Can this employee work independently and be self-directed in accomplishing their tasks?
- Does this employee need to demonstrate competency in a critical area before such an arrangement can be approved?
- Does the employee's current work performance align with the request being made?
- Is the employee performing adequately and does review of any prior disciplinary actions need to be considered?

- Will the approval of the request impact performance negatively?
- What assistance is required by the manager to help this employee succeed if this schedule is approved?
- Can the employee miss some in-person meetings or events? If not, how can these duties be scheduled?
- Can the employee complete the same amount of work (not including a reduced appointment)? Consider weekly, monthly, and annual work projects that need to be completed.

iv. Supervisory Conditions

The Guiding Principles of **training and support, balance,** and **fairness** should be at the forefront for supervisors. The employee seeking a remote work arrangement should not bear all the burden of ensuring **effectiveness** if approved**.** Supervisors should evaluate how their own work and the work of others on the team may need to change to accommodate Remote Work requests.

- What accommodations would a supervisor need to make to be inclusive of remote employee(s)? What accommodations will others in the unit need to make?
- How often will monitoring the work performance of the remote employees be? How often will the supervisor monitor how non-remote team members are adapting to the remote team member?
- How will the whole team be involved in creative problem-solving together to create a flexible work environment that is effective for all?
- How will trust be established for the requesting employee(s) to be productive without continuous supervision in a Remote Work arrangement?
- Are colleagues and supervisors of a remote person fully trained in using MSTeams, Zoom, and other technology that allows for the remote worker to be a full member of the team?

v. Team Effectiveness

- How will the arrangement affect office communication? Consider communication between the remote worker and stakeholders.
- How will the remote work arrangement affect the workload of other employees?

- How will the team support varying work schedules, work hours or individuals intermittently working remotely?
- Can the productivity of the team be measured as a whole and has productivity and performance improved or remained constant with flexible work?
- Does the job require working with others? How will the arrangement affect interactions with others?

Throughout all five of these specific suitability assessment factors, a focus on the work that is required as well as the expectations and goals of the unit must be weighed.

- How can technology be leveraged, and is it available in this situation?
- Are some duties seasonal or needed at peak times during the year?
- Does the workload need to be restructured?
- How will it be determined whether productivity is higher, lower, or unaffected by the change?
- How necessary is it to be on-site at all times?
- How will the employee(s) receive the work that needs to be done?

The likelihood of success of remote work is typically enhanced when teams manage productivity by setting goals and clearly defining expectations. Supervisors and employees should consider whether the quantity, quality, and timeliness of work may be (or has been) maintained, enhanced, or reduced with the introduction of remote work to the unit. They should also consider how remote work has affected stakeholders and impacted processes.

New remote work arrangements should be reviewed for efficiency and effectiveness at regular intervals during the first six months. Following this, remote work arrangements may be reviewed as needed and annually as part of the annual performance review.

b. Remote Work - Suitability Assessment Form

After review and conversation of the five suitability assessment factors, employees and supervisors may choose to proceed with exploring additional steps to ensure the ***effectiveness*** of remote work.

Supervisors should utilize the Remote Work Suitability Assessment to begin the formal decision process. This form documents suitability factors in each of the above-mentioned categories of consideration and contains the

supervisor's recommendation as to the suitability of a remote work arrangement.

Once the Remote Work Suitability Assessment Form has been completed, review of the supervisor's recommendation by the managerial chain and appointing authority occurs. If approved by the managerial chain and the appointing authority, the supervisor communicates in writing the decision with the employee and the supervisor and employee must then complete a Remote Work Agreement.

If the Remote Work Suitability Assessment Form has been completed and the remote work arrangement is NOT deemed suitable following review by the managerial chain and the appointing authority, the supervisor communicates the decision with the employee in writing.

c. Remote Work Agreement Form

A Remote Work Agreement is used to document work arrangements when a recurring remote work arrangement (including hybrid) is agreed upon by the employee and their supervisor (with approval from appropriate managerial chain and appointing authority). Subject to University discretion, a Remote Work Agreement is not required for periodic, intermittent, temporary, or emergency-based remote work arrangements. In these cases, documentation between the employee, the department/office and the Human Resource Office is sufficient.

The agreement should be as specific and ***transparent*** as possible and should include:

- Employee's work schedule with documented days and hours that the employee is expected to work on campus, facility work location or remotely.
- Methods, times, and frequency of contact.
- Ownership and maintenance of required equipment and supplies.
- Remote work expenses that will be paid with the establishment of the remote work arrangement, along with outlined reimbursement expenses for travel. Please refer to policy for appropriate stipends.

d. Supplies, Equipment and Technology Services

Careful consideration should be given as departments/offices prepare for an employee to work from a remote location. Supervisors may also be considering how to approach workspace needs for those who are working in a hybrid remote work schedule.

i. General Considerations

The intent is not to provide employees with two fully equipped workspaces (remote and on-site). Generally:

- If an employee works on-site regularly for the week (at least 20 hours or more), the department should typically provide a designated individual workspace for the employee with appropriate equipment and supplies, and the employee will be responsible for providing the remote office workspace.

- If an employee works remotely regularly for the week (at least 20 hours or more), the department may consider providing a shared or designated on campus workspace for the individual to use when on-site. A shared workspace may include a computer or monitor with appropriate peripheral devices and connections that can be used by multiple employees.

- If a department has a vacated office space because of remote work, the supervisor should notify their appropriate vice president.

- Subject to University restrictions, as approved in the Remote Work Agreement, the department/office should provide an employee with the IT equipment deemed necessary to complete work responsibilities where the employee spends most of the work week.

- Supply needs must be preauthorized by the employee's supervisor. Out-of-pocket expenses for supplies will be reimbursed only if approved in the Remote Work Agreement.

- Unless otherwise approved in the Remote Work Agreement, the University will not provide worksite furniture for recurring 100% remote or hybrid remote employees.

- The need for specialized materials or equipment must either be minimal or flexible and approved in the Remote Work Agreement.

ii. Information Access and Technology Services

All FHSU Information Access and Technology Policies are to be followed when working remotely. Those policies are found at: https://fhsu.edu/policies/info-access/. The following conditions shall apply to use of computers, software, other University equipment, and internet access:

- Remote employees may use university-owned equipment only for legitimate University purposes. Remote employees are responsible for protecting university-owned equipment from theft, damage, and unauthorized use.

- The University will maintain, service and repair university-owned equipment used in the normal course of employment.

Employees will be responsible for equipment installation and transportation, with available IT assistance by phone. The University retains the ultimate right to determine who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

- If the employee is authorized to use other personal equipment, the University is **not responsible** for the cost, repair, or service of the employee's personal equipment.
- Should an employee be provided University equipment or software by the University to work remotely, these University resources may not be used for personal purposes.
- The employee agrees not to duplicate university-owned software. The employee also agrees to abide by the licensing regulations and restrictions for all software under license to Fort Hays State University.
- A computer used for university business must be plugged into a surge protector and have current virus protection maintained. The University is not responsible for damaged or lost information due to power outages.
- The employee shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the Remote Work Agreement.
- The University may pursue recovery from the employee for university property that is damaged, destroyed, or stolen while in the employee's care, custody, or control.
- Any university-owned equipment/items allocated in order to perform job responsibilities must be returned to the University in the event the Remote Work Agreement ends or in the event of voluntary or involuntary termination from the University.
- Restricted-access materials shall not be removed from the University campus or facility work location or accessed through the computer unless approved in advance by the supervisor and the appropriate security access administrator.

iii. Security

Reasonable steps must be taken to ensure that University property is assigned and used according to university policy and related requirements. Compliance with all Information Access and Technology policies is required (https://fhsu.edu/policies/info-access).

Security and confidentiality of university records must be maintained, and non-public FHSU electronic records must be stored on university servers or FHSU's One-Drive. The supervisor should identify the employee's equipment needs and coordinate acquisition of assigned equipment with FHSU Technology Services per established guidelines.

The employee will protect University information from unauthorized disclosure or damage and will comply with federal, state, and university rules, policies, and procedures regarding disclosure of public and official records. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the University. Release or destruction of records should be done only in accordance with statute and University policy and procedure, and with the knowledge of the employee's supervisor. Electronic/computer files are considered University records and shall be protected as such.

The employee shall surrender all University and state-owned equipment and/or data documents immediately upon request.

e. Policy Implementation Overview for Remote Work

Request and Approval Process

1. Employee reviews Remote Work policy and program and discusses interest with Supervisor.

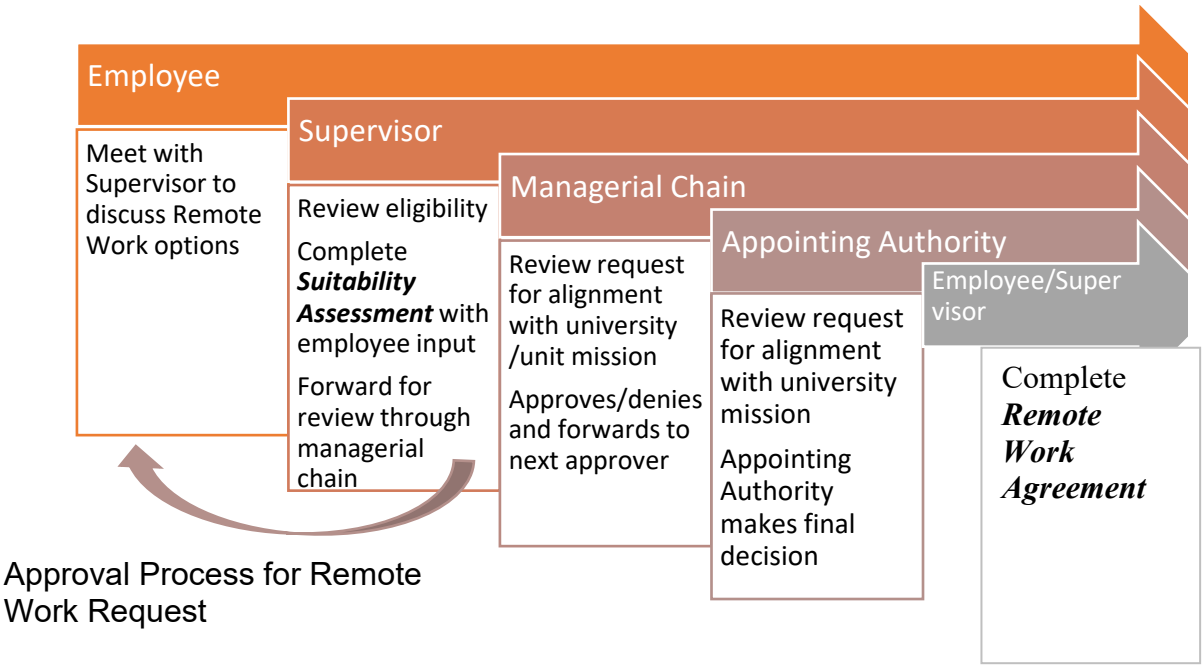
2. Supervisor reviews eligibility and suitability and completes a ***Remote Work Suitability Assessment Form***. Supervisor forwards their recommendation for review by the managerial chain for approval.

3. Managerial chain reviews Suitability Assessment Form to confirm plan appears to be in alignment with the work and University mission.

4. The Division Appointing Authority reviews requests and makes the final decision.

5. Supervisor communicates remote work decision in writing to employee.

6. If approved, the employee and supervisor complete the ***Remote Work Agreement*** in Workday.



Approval Process for Remote Work Request

Duration and Review of Remote Work Arrangement

All implemented Remote Work arrangements will require periodic review and/or renewal to ensure that the objectives stated in the original request are being met, including continued employee performance. There may be other, emerging variations that have not been defined here.

Remote Work arrangements should be reviewed by the supervisor and employee after the first six months, annually thereafter, or at the time of evaluation to confirm continuation of the arrangement. Employees hired into a position designated as fully Remote Work position do not necessitate a review outside of the annual performance evaluation process.

Ending a Remote Work Arrangement

The University reserves the right to end the designated WorkFlex arrangement or modify any of its terms at any time for operational needs, performance concerns, scheduling conflicts, budgetary impacts, customer needs, policy or procedure modifications, or other matters, within the University's sole discretion. A preferred notice of 28 calendar days should be provided to the employee prior to a required return to the designated work schedule and/or location. However, emergency or other circumstances may necessitate the time period to be shortened, or a different time period may be mutually agreed upon by the employee, supervisor, and the Human Resource Director. Failure to return to the designated schedule and/or worksite within the defined timeframe may result in disciplinary action, up to and including dismissal. The supervisor must notify the Human Resource Office of the cancellation or modification of a WorkFlex arrangement before communicating the cancellation to the employee.

At the time of separation from employment, employees under a remote work arrangement are required to return all keys and University-issued property and electronic devices used to access or store data (e.g., computer/laptop, docking station, power supply, tablet) as directed by the University.

Timekeeping and Leave during WorkFlex Arrangements

Supervisors and employees should be aware of, and adhere to, all applicable time and absence state and federal rules and policies. More information can be found in the Time and Leave Manual. The supervisor should also consider potential impacts related to non-exempt employees to ensure that these employees are accurately recording their time and compensated for all hours worked.

a. A consistent schedule of remote work hours and days is desirable to ensure regular and predictable contact with students and other stakeholders. For some positions, more flexibility in work hours and days is feasible. A specific work schedule will be stated in the Remote Work Agreement. Exceptions will be made when an employee's presence is required for a function or activity that cannot reasonably be re-scheduled.

b. Employees who are non-exempt must accurately report time and leave in Workday in increments not less than a quarter hour. Refer to Time and Leave Manual.

c. A non-exempt employee (as outlined by Fair Labor Standards Act) shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws and policies. The employee understands that failure to obtain prior approval for overtime work may result in discontinuance of working remotely and other appropriate disciplinary action.

d. Leave must be requested and used pursuant to established University policies. Employees must obtain supervisory approval before taking accrued and available leave. Refer to Time and Leave Manual.

e. WorkFlex arrangements require supervisors to be able to effectively manage work hours and productivity. The supervisor should provide clear performance goals and expectations for the employee, and the employee's work quality, quantity, and timeliness should be adequately monitored by the supervisor.

IV. Violations of Policy

Failure to follow this policy and University expectations may result in ending, suspending, or otherwise modifying a remote work arrangement, and may result in disciplinary action, up to and including dismissal.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

I. Official Station in Workday

For employees who are approved for a hybrid form of remote work, they will need to identify their official station in Workday and the Remote Work Agreement. Employees cannot change their official station except as approved in a revised Remote Work Agreement.

II. Working Outside Kansas

Requests for remote work or other WorkFlex arrangements including work outside of the state of Kansas will require a considerable amount of scrutiny and review, with additional guidance provided at that time by the Human Resource Office. Working outside the state of Kansas may raise issues (such as worker's compensation, unemployment insurance, tax, and payroll) necessitating further review and/or denial. Any WorkFlex arrangements located outside Kansas must be considered and approved in advance by the unit's appointing authority and the Human Resource Director. The employee may be subject to the applicable tax jurisdiction, zoning, and tax liability associated with the remote work location as determined by the Human Resource Office.

Employees whose remote work arrangements are not in Kansas may be subject to applicable employment conditions laws of the state in which the work is completed. Remote work arrangements outside of the United States and/or the District of Colombia are subject to further restrictions and are not allowed unless it is approved official travel.

III. Worker Compensation

Worker compensation liability is unknown and may be incurred if accidents occur off-site. The employee will immediately report accidents to their designated supervisor which occur at the remote work location during the agreed upon work hours while performing work-related duties. The supervisor files a claim at the State Self Insurance Fund Portal: SSI Portal.

The State Self Insurance Fund, the University's insurance carrier, will determine the compensability of such claims. Additional information about work-related injuries can be found at: Work-related Injuries.

IV. Commuting Costs

The costs between multiple work locations as designated in a remote or hybrid work arrangement are not an employer reimbursable expense. Employees designated as non-exempt under the Fair Labor Standards Act (FLSA) with a fully remote work arrangement may be eligible for compensation for travel time if travel occurs during the assigned work schedule. Travel expenses incurred while commuting between multiple work locations, such as airfare, mileage, hotel, and per diem, are not required to be covered by the employer.

For a recurring 100% remote work arrangement, the University will typically reimburse employees for travel to and from their identified campus or facility location if the distance exceeds a 60-mile radius and is authorized within the

Remote Work Agreement. Mileage reimbursement will not be considered for periodic, intermittent, or temporary remote work arrangements.

V. Student Employees

Unless an exception is approved by the appointing authority and the Human Resource Director, student employees are not eligible for remote work arrangements. In the event a remote work arrangement is supported by the supervisor, the student employee and supervisor will need to proceed with the same approval process as outlined for staff herein.

VI. Office Equipment

The University is not required to furnish or provide additional equipment for the remote work location beyond the designated computer requirements unless approved by the Human Resource Office as a reasonable accommodation under the Americans with Disabilities Act (ADA) and included in the Remote Work Agreement.

VII. Inclement Weather

In periods of inclement weather, all employees should refer to the University Inclement Weather Policy. Employees working remotely when the University declares inclement weather do not qualify for the inclement weather status. Fully remote employees experiencing an extreme weather-related or other uncontrolled event (e.g., loss of electricity) that restricts or prohibits their ability to work should contact their supervisor for further instruction.

VIII. Operating Costs

The university **will not** be responsible for operating costs associated with the employee's remote work location including but not limited to home maintenance, digital subscriber line (DSL), cable, cell phone bills, Internet, utilities, any associated incidental costs (such as property or liability insurance), or other incidental expenses (utilities, cleaning services, etc.).

The university will not be responsible for installing basic telephone service, internet access, or cable in an employee's remote work location unless otherwise covered in the Remote Work Agreement.

IX. Immigration Considerations

If the employee holds H-1B or J-1 immigration status, a change in work location (including work from home) requires pre-approval and/or an amended H-1B petition before the employee can begin the work. Before approving a WorkFlex request for an international employee, please contact the Human Resource Office.

RELATED DOCUMENTS:

Policies:

a. WorkFlex Policy Hot link
b. Time and Leave Manual
c. Information Access and Technology Policies

Forms:

a. Remote Work Suitability Assessment Form
b. Remote Work Agreement Form

Other:

a. IT: How to Work Remotely
b. HR: Managing Remote Teams
c. HR: WorkFlex FAQs

KEYWORDS:	WorkFlex, remote work
RESPONSIBLE OFFICE:	Human Resources
RESPONSIBLE UNIVERSITY OFFICIAL:	Director of Human Resources
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